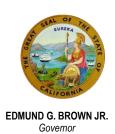


State of California—Health and Human Services Agency California Department of Public Health



Questions and Answers

The following questions were submitted by potential Applicants following the specified procedures outlined in the Adolescent Family Life Program RFA #12-10022. The Maternal, Child and Adolescent Health (MCAH) Division has made every effort to respond thoroughly and completely to all questions submitted. Repetitive questions have been combined and one answer is provided to reduce duplication. Each question has been answered based on MCAH's interpretation of the question. The following questions and answers are listed in order by RFA section. The MCAH Division reserves the right to only answer questions considered relevant to this RFA.

I. AFLP Request for Application

Posted 11/23/11

Updated 11/30/11

Updated Q&As are highlighted in red

B. Background

Q.1.

Does this RFA only cover AFLP for those counties that already have programs, (county run or CBO), or is there the potential to add additional jurisdictions?

A.1.

The RFA is an open, competitive process.

D. Funding Opportunity Description

1. Goals of the Program

O. 2.

The RFA notes that innovative, evidence based programs are encouraged (Pg 6, B) and also notes that proposals are being sought to effectively serve the greatest number (Pg 6 #1). At the same time we are aware that evidence based programs selected for the latest round of home visiting funding i.e. Nurse Family Partnership and Health Families America have caseloads not exceeding a 1:25 ratio. AFLP (Pg 7 #4) indicates a caseload not exceeding 1:50. How will the state plan to reconcile these two options in scoring an RFA?

A. 2.

Applicants may propose caseload ratios that fall below the maximum allowed by AFLP (1:50).

0.3

The funding level is \$1,697 per client per year. Will we be able to submit a budget based on actual costs, or only for the \$1,697?

A.3.

Submit an accurate budget and budget justification including a description of all available funds (i.e., \$1697 per client, in kind support, and other agency funding) and how those funds will meet program goals and objectives and the service delivery needs of the target population.

Q. 4.

The maximum caseload per case manager is 50. Is this the same for programs that have added Positive Youth Development?

A. 4.

Yes, the maximum caseload is 50 clients per case manager.

2. Client Eligibility

Q. 5.

The RFA states that a client is eligible to continue in the program up to age 19 or for 24 months whichever is longer. According to the Program Alert Letter FY 2010/11-04 dated April 14, 2011, it states that effective March 1, 2011 clients may participate in the program until they reach their 19th birthday and have received 24 months of service. The latter indicates we would be able to keep a client enrolled until just shy of their 21st birthday. A client that is enrolled at age 14 is not usually very well equipped to handle a two year old toddler and their developmental challenges at age 16.

A.5.

A client is eligible to continue in the program up to age 19 or for 24 months whichever is longer. The example client enrolled at age 14 would be eligible to continue in the program up to age 19 (5 years of services).

0.6

The RFA suggests that the "very highest risk clients may be appropriate for other programs." Could you please clarify and provide some guidance as to how the state envisions this operating in areas with limited resources?

A.6.

Limited resources require that services be prioritized for those who are most likely to benefit from the program. For example, a teen with severe mental health issues may require service intensity and professional expertise outside the scope and capacity of AFLP. Identification of clients who may be appropriate for other programs is based on local judgment.

E. Funding Availability

1. Funding Amount

Q.7.

Can a nonprofit agency use fundraising dollars to draw down FFP dollars? If yes, what percentage is the match?

A.7.

Please refer to the MCAH Fiscal Policy and Procedures Manual, AFLP RFA Appendix 6.

O.8.

Can we use First 5 funding as a match to draw down FFP dollars? If yes, First 5 county funding or First 5 state funding?

A. 8.

Certified Public Expenditures, including both county and state First 5 funding, are eligible for federal financial participation (FFP) match. Please see the MCAH Fiscal Policy and Procedures Manual referenced in the AFLP RFA Appendix.

O. 9.

Since the total allocation is the same as in the current year (2011–2012), does that mean that no area will receive more funding than it has now? No additional clients can be funded in any area?

A. 9.

The total allocation listed in the RFA is an estimate of future federal Title V allocations. Final Title V funding could change which may result in allocation adjustments. Applicants should propose budgets based on local need and agency capability to meet the program goals and the service delivery needs of the target population.

Q.10.

Los Angeles County is now allocated \$2,069,957. Is it expected that the total awarded to Los Angeles County will be no more than that amount?

A. 10.

Future AFLP funding allocations will depend on the final federal Title V allocation. The CDPH expects to award contracts to eligible and qualified Applicants that will serve the target population in California counties with the highest need based on the Health Status Indicators (see Appendix 4) and greatest capacity to achieve the program goals. CDPH reserves the right to determine the level of funding to be awarded within the available funding and the need of the community.

3. Use of Funds

Q.11.

Can AFLP funds be used to provide services for youth in foster care? For example youth in our foster care system are enrolled in AFLP, but there is not a duplication of services by open communication between programs and social workers, and monthly meetings.

A.11.

Yes, as long as there are no duplication of services.

4. Matching Fund Requirement

5. Program Funding Restrictions

$Q.\overline{12}$.

The RFA states that "funds shall not be used for already existing programs funded by other public or private sources. However, grant funds may be used to expand or enhance existing program efforts." Can you please explain what this means for current AFLP providers? In other

words, please confirm that this statement does not preclude a current AFLP provider from applying for these grant funds.

A.12.

The funding for this RFA replaces the current AFLP funding under new contract provisions effective 7/1/12. Current AFLP providers are not precluded from applying for this grant and must apply if interested in consideration for future funding.

Additional Question

O.12.a.

Grant funds may not be expended for abortions, abortion referrals or abortion counseling. Are the case managers not allowed to inform the client of their legal rights and access to reproductive health. Will we still be able to hand out literature and or make referrals to agencies that do provide this information?

A.12.a

Funded agencies are required to comply with the CA H&S Code Section 124180 and certify compliance with the Sexual Health Education Accountability Act of 2007.

H. Agreement Term

Q.13.

The last sentence of the first paragraph states "The agreement term may change if CDPH cannot execute the agreement in a timely manner due to unforeseen delays." What would happen if the state budget is not signed timely? Once the budget is signed, would agencies then be reimbursed back to July 1, 2012 or could a state budget signing delay result in a delay in the start date of the grant period. In other words, if the state budget is not signed until October, is it possible that term of the grant will not begin until October and would not be retroactive to July 1?

A.13.

Consistent with current policy, any services performed after July 1, 2012 in the absence of a signed agreement may be considered to have been volunteered.

II. Application Content

1. Funding Application

4. Statement of Need

Q.14.

Please provide clarification and provide examples on what is school connectedness and resiliency?

A.14.

MCAH encourages applicants to refer to the academic literature on this topic and use of these concepts in developing their response.

O.15.

When referencing the Health Status Indicators should the applicant include them in our attachments? Should applicants provide references, for the data or supporting information we submit?

A.15.

No do not include Appendix 4 as an attachment to the application. Citation of all data sources and other references can be made in the footnotes of the application.

5. Applicant's Capability

Q.16.

Do you take into account the past performance and success of current AFLP providers?

A.16.

Yes, as demonstrated in the response to questions in the RFA.

6. Applicant's Implementation Plan

O.17.

Examples are provided for the possible service setting. Home-based services is not referenced. Under this RFA, is AFLP shifting to a center-based service delivery model?

A.17.

Possible service settings that are listed in the RFA are provided only as examples and are not considered to be a comprehensive list. While a component of the AFLP includes a quarterly home visit, the AFLP is not a home-based or home-visiting program.

8. Program Personnel

Q.18.

The section states that "the duty statements and resumes are excluded from the page limitation", but the RFA doesn't ask for either - including on the RFA Checklist. For what positions should we include duty statements and resumes?

A. 18.

This reference has been deleted per the Addenda #1 posted on the AFLP RFA website on 11/16/11. Duty statements and resumes are not requested as part of the RFA.

0.19.

On the budget Program Personnel and Justification - we would put our current personnel and add additional personnel vacant positions if we would like to request more staff?

A.19.

Yes

9. Budget and Budget Justification

Q.20.

Can we ask for an increased MOS than what we currently receive?

A.20.

Yes

Q.21.

How should we enter our PYD funds into the budget template? I placed the PYD funds in as Estimated Title XIX funds since we are not eligible for them. Is this OK? Otherwise our program will look as if it's in the red for the amount of our PYD funds.

A.21.

If the proposed budget exceeds the Title v and Title XIX request, the additional budget amount will automatically appear in the agency funding box. These funds may be any combination of agency, First 5, PYD, or other funding sources.

Q. 22.

The RFA refers us to a website to check for comparable salaries. What would the comparable salaries and position(s) to compare case managers, therapists, supervisors, AFLP Director?

A.22.

On the DPA website, use the DPA Classification and Pay schematic arrangement of classes to identify civil service classes that closely match agency position titles. Under the Job Info tab, enter the selected schematic code and compare the description of job duties, education and experience requirements for the selected civil service position to the job duties, education and experience of agency positions for similarities and differences. Under the Salary tab, locate the schematic code for the selected civil service position and compare to the salary of comparable agency positions.

Q.23.

Lease purchase agreements or options are prohibited. Are leases without purchase options acceptable?

A.23.

Yes. Individual requests will be reviewed on a case by case basis to determine if the lease is the best solution.

O.24.

States computers purchased with MCAH funds must meet or exceed the standards listed. Does this also apply to leased computers? Do these minimum configurations also apply to laptops?

A.24.

Yes, computer configuration standards apply to both leased computers and laptops.

O.25.

Indirect costs are capped at 10%, however some expenses that are currently part of Operating Expenses are listed as Indirect in the RFA - liability insurance, janitorial, security, equipment maintenance, etc. Will we be able to invoice for these costs as Operating Expenses as usual, or must they now come out of Indirect?

A.25.

Yes, these costs may be invoiced as Operating Costs.

O.26.

Is there is a mistake on the budget template formula for Indirect? The formula is H53 = G53*H59, but it should read H53 = G53*H57.

A.26.

Yes, there was a mistake. The formula on Attachment 4 Budget Template has been replaced. Please use the revised Attachment 4 Budget Template now available on the AFLP RFA website.

10. Appendices

Proof of Status

Q.27.

If we are a county and subcontract with a nonprofit, are we required to submit proof of corporate status or nonprofit status on behalf of our subcontractor?

A.27.

No, for purposes of the RFA, this requirement applies to the Applicant and not sub-contractors of the Applicant.

O.28.

Are the Proof of corporate status and Proof of Nonprofit status documents required for Local County Government MCAH Jurisdictions?

A.28.

Local County Health Government MCAH Jurisdictions are neither corporations nor non-profit organizations. This requirement does not apply to these entities.

Letters of Support

O. 29.

Are all Community Based Organizations (CBO) required to obtain a letter of support from the local MCAH Director?

A.29.

Yes

Q.30.

Can a Memorandum of Understanding (MOU) meet the requirement for a letter of support?

A.30.

No

Q.31.

As a school district, we do not have a Board of Directors. Would a letter from our agency's Advisory Board meet this requirement?

A.31.

Yes

Additional Question

Q. 31.a

If MCAH is in the Health Care Agency Public Health Department which includes AFLP, do we need a letter of support from the MCAH Health Director?

A.31.a

No

Additional Question

Q. 31.b.

Are you changing from originally requesting "Three (3) or more letters of supports are required At least one letter from collaborative organizations/agencies or other funding agencies" to a total of just three (3) letters of support?

A.31.b.

A total of three letters of support are required. The requirements for CBO's specify that one letter be from the local MCAH Director; the second letter from the agency's own Board of Directors and the third letter from a collaborative or other funding agency. Additional letters of support are acceptable.

Financial Statements

0.32.

Are the Financial statements, for the past 2 years, required for the Local County MCAH Jurisdictions?

A.32.

Yes.

Q. 33.

We are a school district and the audited financials are only available electronically. Would it be possible to submit a link for viewing the electronic audited financials?

A.33.

No part of the RFA can be accepted electronically. Financial statements are to be submitted in

hard copy. For large financial statements, MCAH will accept the summary section of the audit findings from the audited financial statements on the condition that the agency comply with requests for additional information.

Q. 34.

Since we are a local health jurisdiction can you tell me if the one-single audit (per OMB A 133) will be good for the financial statements requirement for the AFLP RFA? Stan says most grants etc ask for that versus financial statements . Our financial audit would be for the entire County and be fairly meaningless in this application.

A.34

Yes, that would be acceptable.

Attachments

O.35.

Is this Application Cover page part of Attachment 1, the Funding Application?

A.35.

Yes, see Addenda #1 for more information.

Q.36.

Did you want a list of grants our subcontractor has applied for applicable to AFLP for 2012-2015? And if so, should we include in a separate sheet than ours (the County)?

A.36.

Only grants the applicant has applied for related to the AFLP are to be listed.

O.37.

For Attachment 1, what should be listed here? Should we include this request? If we have mental health Medical contracts and Early Head Start contracts covering this age range, should we include them? What do you mean by "generic maternal, child, and adolescent health services"?

A.37.

Please refer to the response in Q. 36.

Additional Question

Q.37.a.

Page 24, #4 (a): States that the person legally authorized to bind the Applicants must sign the RFA attachment that requires a signature. This is not possible for a County due to the legally binding body of the County is the Board of Supervisors. For Fresno County to take this item to the Board for signatures, we would not be able to make the 12-21-2011 deadline. Will it be sufficient for the Director of the County's Department of Social Services (or their designee) to sign the appropriate attachments?

A.37.a

Yes, for purposes of submitting the application, that would be sufficient.

Q.38.

Is Attachment 2, Business Information Sheet, required for the Local County Government MCAH Jurisdictions?

A.38.

Yes

Q.39.

Will a revised Attachment 4, Budget Template, be posted as it was mentioned during today's conference call that it was said that the current template is only an abbreviated version?

A.39.

No, for purposes of this RFA only the abbreviated budget template will be used.

Q.40.

Attachment 6. Sample Budget Template. Regarding the calculation of Title XIX, In years past we had a template that aided in the calculation of FFP dollars, the documents provided just request our number. Will there be further guidance on calculating FFP or should we use historical data to calculate our share of Title XIX?

A.40.

Applicants may estimate their share of Title XIX. Further guidance will be provided when final contract budgets are developed.

Additional Question

Q.40.a.

In reviewing CDPH, MCAH Policy Alert letter #2009/10-04, on page one, it states that "CBOs may only use public funds received from a governmental/public entity that is certified as eligible for FFP. Examples would include a First 5 grant". On page 2, it states "Since CBOs do not meet the definition of a public entity, they may not use any of their own funds acquired through non-governmental grants, foundations or other fundraising to draw down FFP" and "schools or school districts, that are also CBOs administering the AFLP, are public entities whose expenditures are eligible for FFP".

A.40.a.

Please see the MCAH Fiscal Policy and Procedures Manual referenced in the AFLP RFA Appendix.

Additional Question

O.40.b.

Will administrative support be considered in-kind support? i.e., Staff analyst support and financial analyst support? Also, would a Welfare To Work Job Specialist providing a % of their time in assisting our AFLP clients find job placements be considered in-kind support?

A.40.b.

In-kind support are contributions that an agency is offering in addition to or in lieu of money, i.e. staff time, space and utilities, products, etc.

Appendix

O.41.

Should the Scope of Work be part of the RFA package sent to the State? (It is not included on the checklist)

A.41.

No.

O.42.

SOW, Goal 1, Objective 1.6. States Client will develop a supportive relationship with a stable, caring adult outside of AFLP with an outcome of Developmental. Please provide clarification on developmental and what would be required for the outcome measure.

A.42.

Measures for this objective are in development. Applicants may propose but are not required to identify an appropriate outcome measure for this objective.

Q.43.

SOW, Goal 6. Objective6.6. states providing clients with public health messages using electronic media: Fresno county is currently giving a survey to teens to find out how many have their own cell phones. Since we have a large rural population with many below the Federal poverty line, we may find that our teens do not have cell phones. The other concern is that parents have access to their cell phones. Both of these reasons may not allow for texting to cell phones being an ideal way to communicate with our clients. Will we have the options of using other forms of electronic media such as social media networks i.e., Facebook, Tweeter, MySpace and / or other internet sites?

A.43.

MCAH is doing a text messaging campaign with public health messaging. It is not expected that 100% of clients would participate.

O.44.

SOW, Goal 5. Objective 5.2. AFLP providers and MCAH program consultants will develop a plan for program wide professional development based on the Core Competencies for Adolescent Sexual and Reproductive Health. Will this training be provided by MCAH free of charge to the AFLP Providers? If not, what is the estimated cost of this type of training per employee and should the expense be included in the budget as part of the RFA application

A.44.

Yes the training is provided at no-cost to AFLP providers.

Additional Question

O.44.a

The SOW Performance Requirement (found on page 3 of 17) states that case management services are to be provided to those who are not enrolled in Cal-Learn. If Cal-Learn does not return next year, will the current AFLP policy continue?

A.44.a

Per the AFLP Policy and Procedure Manual, Client Participation, page 25, if the Cal Learn program does not have resources for supportive services, adolescents enrolled in Cal Learn may receive supportive services from the AFLP.

Q.45.

Appendix 4.Health Status Indicators. The data provided for our County is 2008 Number of Live Births to Adolescents (age 19 and below), reflects the total number of births for our County (all ages), not total births to adolescents. Will this Appendix 4 be corrected and re-posted?

A.45.

Yes. Appendix 4 has been corrected. Please refer to Addenda #1.

Q.46.

Appendix 4. Health Status Indicators. May we reference data provided by the State for the AFLP PYD application and/or the California Home Visiting Program RSI?

A.46.

Yes, please include citation of source.

0.47

What is the current approved mileage reimbursement rate?

A.47

The current mileage reimbursement rate is 55.5 cents per mile.

Additional Question

0.48

Should the application be single or double spaced?

A. 48.

Single spaced